



Kentucky Personnel Cabinet
501 High Street
Frankfort, KY



IC Memorandum 12-27

TO: KEHP/KGLI Board of Education Insurance Coordinators

FROM: Kentucky Employees' Health Plan; Kentucky Group Life Insurance

SUBJECT: Summer Transfers & End of School Year Terminations on File

DATE: July 20th, 2012

In an effort to streamline the entry of the multiple types of terminations used by Board of Education, the Personnel cabinet and the Kentucky Department of Education have implemented a new process for terminating benefits for employees. The MUNIS system has been enhanced to provide summer, or school year-end, terminations to the KHRIS system. When the new term code is entered in MUNIS, the employee's summer, or year-end, term will be sent to KHRIS and benefits terminated based upon the type of code sent. There are 4 new MUNIS codes to use, and you may continue to use the 0008 term code if the employee is not considered a summer or year-end term.

- 50 – Mid July: Health, HRA, FSA ends July 15,
Life ends July 31
- 51 – End July: All benefits end July 31
- 52 – Mid August: Health, HRA, FSA ends August 15,
Life ends August 31
- 53 – End August: All benefits end August 31

For MUNIS directions and information specific to these codes, please refer to communications sent out by Pat Boyd or by the KY Dept. of Education.

After submitting your first round of new term codes on the termination file, please check a couple of the employees in KHRIS on Thursday the following week, using PA20. If you do not see a termination, or the term has been entered but it is not what you anticipated, please let both Stephanie May in the DEI Enrollment Information Branch and Joe Hughes in the Group Life Insurance Branch know. Please be aware that there may be delays based on when you submitted the term file and when it was sent to DEI.

Stephanie can be reached at: Stephaniec.may@ky.gov.
Joe Hughes can be reached at: JoeM.Hughes@ky.gov

Thank you!